

## FACILITIES MANAGEMENT

### BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

#### I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>
Total Appropriation	2,898,918	3,656,870	3,106,554	3,161,526
Total Revenue	1,366,533	1,962,190	1,573,048	1,706,888
Local Cost	1,532,385	1,694,680	1,533,506	1,454,638
Budgeted Staffing		63.0		47.5

##### Workload Indicators

Square Feet Maintained:

In-House	1,199,312	1,199,312	1,101,943	1,304,314
Contracted	851,906	851,906	950,044	837,843

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Budget staffing changes include a total reduction of 15.5 positions. Two part time (1.0 budgeted staffing) Building Services Janitors and one Custodian I (1.0 budgeted staffing) were deleted in the Facilities Management Department 4% spend down plan. Two Custodian I positions (2.0 budgeted staffing) and one Supervising Custodian (1.0 budgeted staffing) were deleted as a portion of the 30% Cost Reduction Plan implemented. In addition to these position deletions, the department also deleted one Supervising Custodian (1.0 budgeted staffing), one Custodian I (1.0 budgeted staffing), and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge. Per Board direction, 7.4 vacant budgeted Custodian I positions that were not in recruitment were deleted during budget adoption.

##### PROGRAM CHANGES

None.

GROUP: Internal Services DEPARTMENT: Facilities Management - Custodial FUND: General AAA FMD FMC			FUNCTION: General ACTIVITY: Property Mgmt		
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<b><u>Appropriation</u></b>					
Salaries and Benefits	1,641,938	2,093,339	2,144,320	(204,082)	1,940,238
Services and Supplies	1,464,616	1,538,531	1,486,495	(276,129)	1,210,366
Equipment	-	25,000	-	-	-
Transfers	-	-	(611)	11,533	10,922
Total Appropriation	3,106,554	3,656,870	3,630,204	(468,678)	3,161,526
<b><u>Revenue</u></b>					
Fines & Forfeitures	82	-	-	-	-
Current Services	1,572,980	1,962,190	1,946,190	(239,302)	1,706,888
Other Revenue	(14)	-	-	-	-
Total Revenue	1,573,048	1,962,190	1,946,190	(239,302)	1,706,888
Local Cost	1,533,506	1,694,680	1,684,014	(229,376)	1,454,638
Budgeted Staffing		63.0	58.0	(10.5)	47.5

## FACILITIES MANAGEMENT

### Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(52,695)	4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I.
	52,283	MOU.
	89,174	Retirement.
	16,803	Risk Management Workers Comp.
	43,851	Full year funding for custodial positions at West Valley Juvenile Hall.
	(98,435)	30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian.
	<u>50,981</u>	
Services and Supplies	(9,600)	4% Spend Down Plan.
	5,574	Risk Management Liabilities.
	(48,010)	30% Cost Reduction Plan.
	<u>(52,036)</u>	
Equipment	<u>(25,000)</u>	4% Spend Down Plan.
Transfers	<u>(611)</u>	Incremental Change in EHAP.
<b>Revenue</b>		
Current Services	<u>(16,000)</u>	4% Spend Down Plan.
Total Appropriation Change	(26,666)	
Total Revenue Change	(16,000)	
Total Local Cost Change	(10,666)	
Total 2002-03 Appropriation	3,656,870	
Total 2002-03 Revenue	1,962,190	
Total 2002-03 Local Cost	1,694,680	
Total Base Budget Appropriation	3,630,204	
Total Base Budget Revenue	1,946,190	
Total Base Budget Local Cost	1,684,014	

### Board Approved Changes to Base Budget

Salaries & Benefits	99,803	Worker's Compensation - Experience Modification Charge.
	(108,721)	Delete 1.0 Supervising Custodian and 2.1 Custodian I.
	45,876	Miscellaneous step increases.
	(241,040)	Vacant positions deleted-7.4 Custodian I
	<u>(204,082)</u>	
Services & Supplies	(264,596)	Decrease due to less than anticipated expenditures in contract services.
	(11,533)	GASB 34 Accounting Change (EHAP).
	<u>(276,129)</u>	
Transfers	11,533	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(468,678)</u>	
Revenue		
Current Services	<u>(239,302)</u>	Anticipated reduction in services provided to departments.
Total Revenue	<u>(239,302)</u>	
Local Cost	<u>(229,376)</u>	